
DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Administrator, DLA Systems Design Center
ES-334 SES Career Reserved Position

ANNOUNCEMENT NUMBER: SES-327-97NW

LOCATION: Defense Logistics Agency (DLA)
Deputy Director, Corporate Administration
DLA Systems Design Center
Duty Station: Columbus, Ohio

OPENING DATE: September 3, 1997

CLOSING DATE: October 24, 1997

AREA OF CONSIDERATION: All Sources

PAY RANGE: \$102,490 to \$122,249 per annum (includes locality pay).

DUTIES: Incumbent serves as the Administrator of the DLA Systems Design Center (DSDC), the sole central design agency (CDA) in DLA responsible for designing, developing, deploying, and maintaining major automated information systems (AIS) on a fee-for-service basis. Incumbent provides technical oversight and leadership to all DSDC operating elements, directs the formulation of operating and management policies and procedures, and ensures that programs and projects are effectively integrated and implemented in a timely manner. The incumbent constantly reviews and evaluates operations, assessing program status, milestone reports, higher level program reviews, and Agency recommendations concerning operations. The incumbent scrutinizes requirements, establishes objectives, and then reassesses goals and determines needs for changes in program orientation. In directing and controlling DSDC operations, the incumbent leads and manages the efforts of approximately 1200 personnel and manages a budget of approximately \$130 million in a complex and unprecedented fee-for-service environment. As the CDA for all DLA-supported AIS, DSDC has responsibility for over 20 different major AIS, which comprise a total of 45 million lines of code. These systems support business operations that involve processing 30 million supply requisitions each year and 450 million vendor payments. Within the fee-for-service concept, the incumbent must ensure that the organization's personnel recognize that they are evolving toward a business-like structure where they will be measured on a bottom line performance basis, and will be benchmarked against other DOD and private sector firms. Incumbent will also be responsible for the orderly transition to outsourcing of the bulk of the development and programming work, and that the transition must be effected with attendant draw down in personnel while maintaining high quality standard systems support. As a recognized Agency expert in AIS matters and as the Administrator of a major, mission-critical DLA operating activity, the incumbent is a senior Agency manager who not only plays a vital role in managing the CDA operations, but also, due to his or her position as a member of a small cadre of senior DLA executives, directly and profoundly influences DLA corporate information resource management policy related resource allocation decisions and fundamental business practices of the agency.

QUALIFICATIONS: Eligibility for this position will be based on a clear and comprehensive showing that the applicant has had experience of the scope and quality sufficient to carry out the duties and assignments of the position. Additionally, applicants must possess the skills, knowledge, and abilities listed in paragraphs A and B below. The best qualified candidates will be distinguished from other applicants by an evaluation panel of subject-matter experts and senior level functional executives referencing the below listed technical and executive core qualification factors.

A. TECHNICAL QUALIFICATIONS - ESSENTIAL

1. Ability to provide administrative and technical direction to a CDA responsible for design, development, deployment, and maintenance of a variety of major AISs.
2. Knowledge of all aspects of information technology and system design and development to include: configuration management; data management and administration; test and evaluation; information standards; technical architectures and technology infusion; computer capabilities and processing techniques; and the industry accepted software capability maturity model (CMM).
3. Knowledge of managerial and technical practices and issues relative to the development of information systems architectures including organizational business area analysis; information system operational requirements; technology assessment; and strategic planning.

4. Knowledge of acquisition and logistics functional business practices and processes as they exist today as well as the demonstrated ability to work with functional personnel to support the evolution to new business practices.
5. Ability to manage and direct operations of a complex organization in a fee-for-service environment using metrics to evaluate the effectiveness of the products and services and improving customer-supplier relationships.

B. EXECUTIVE CORE QUALIFICATIONS - ESSENTIAL

1. **Strategic Vision:** The ability to ensure that key national and organizational goals, priorities, values, and other issues are considered in making program decisions and exercising leadership to implement and to ensure that the organization's mission and strategic vision are reflected in the management of its people.
2. **Human Resources Management:** The ability to design human resource strategies to meet the organization's mission, strategic vision, and goals to achieve maximum potential of all employees in a fair and equitable manner.
3. **Program Development and Evaluation:** The ability to establish program/policy goals and the structure and processes necessary to implement the organization's mission and strategic vision. Inherent in this process is ensuring that programs and policies are being implemented and adjusted as necessary, that the appropriate results are being achieved, and that a process for continually examining the quality of program activities is in place.
4. **Resource Planning and Management:** The ability to acquire and administer financial, material, and information resources. It also involves the ability to accomplish the organization's mission, support program policy objectives, and promote strategic vision.
5. **Organizational Representation and Liaison:** The ability to explain, advocate, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and organizational units.

ADDITIONAL INFORMATION:

1. All qualified and eligible candidates will receive consideration without regard to race, religion, color, age, sex, national origin, and other non-merit factors.
2. Selectee, if not currently a member of the SES, must have executive core qualifications approved by the Office of Personnel Management, and will be required to serve a one-year probationary period.
3. Selectee will occupy a position requiring a background investigation leading to the granting of a security clearance and will be required to submit to a urinalysis both prior to appointment and periodically thereafter to screen for illegal drug use.
4. Selectee will be required to file an annual financial disclosure statement.
5. Selectee is subject to reassignment to other SES positions in the Department of Defense.
6. Travel by all modes of transportation within and outside CONUS **may be** required.

HOW TO APPLY: Applicants may choose any of the following written application formats. **APPLICATION PACKAGES TRANSMITTED BY FACSIMILE EQUIPMENT WILL NOT BE ACCEPTED.**

1. **OF 612, Application for Federal Employment**, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
2. **SF 171, Application for Federal Employment.**
3. **Resume.** Certain information is required to be included on resumes. These requirements are specified in **OF 510, Applying for a Federal Job**. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with a Supplemental Statement giving **specific** examples of your experience, education, and accomplishments supporting the qualification factors listed in paragraphs B and C above; and outlining your capability to assume positions of greater responsibility in the stated functional area(s). **This statement is limited to 10 total pages addressing technical qualifications, and 12 pages for executive core qualifications; type may not be any smaller than 10 pitch (12 point) and the pages of the supplemental statement must be consecutively numbered.**

NOTE: DO NOT SUBMIT ANY ADDITIONAL INFORMATION. SUPERFLUOUS MATERIALS (i.e., cover letters, awards, pages in excess of the limits for technical and executive core qualifications) WILL NOT BE FORWARDED FOR REVIEW.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED ON THE JOB OPPORTUNITY ANNOUNCEMENT.** Material will not be returned.